

Date: \_\_\_\_\_

MEMORANDUM FOR: \_\_\_\_\_  
(Appointing Authority)

FROM: \_\_\_\_\_  
(Personnel Officer)

SUBJECT: **SCHEDULED COMPLETION OF SES PROBATIONARY PERIOD**

\_\_\_\_\_  
(Incumbent's Name — Last, First, Middle Initial)

\_\_\_\_\_  
(Scheduled Probationary Period Completion Date)

This memorandum serves as a mid-point reminder with respect to the probationary period which the above-named individual is serving. Approximately 60 days prior to the completion date of the probationary period, you will receive a form to be filled out. Completion of this form will document the successful completion of the probationary period by the senior executive.

A mid-point review is recommended as a sound management practice particularly if there is any reason that the senior executive should not continue in the career service. This is significant because of a statutory provision that a probationary senior executive may not be involuntarily removed or reassigned from a Senior Executive Service position during the 120 day period following either the appointment of a new Secretary or an appropriate non-career appointing authority. The net effect of this provision is that the removal of a probationer may be precluded if there is a new appointment made to either of the above mentioned key positions, and the probationer would move into the career Senior Executive Service with all its accompanying rights and benefits.

Please contact me or a member of my staff as soon as possible if for any reason you believe that the senior executive should not continue in the career service.

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